

NOTE: This is an old contract that will soon be phased out. Santa Monica's next cleaning products contract will be used to purchase products meeting the Green Seal standard for greener, effective cleaning products (products do not have to be certified by Green Seal, but must meet its Industrial and Institutional Cleaners Standard (GS-37)).

The decision to create the new contract based on the Green Seal standard resulted from analyses conducted by the Center for a New American Dream's cleaning products work group. The group included government representatives from Massachusetts; Santa Monica, California; King County, Washington; Minnesota; Seattle, Washington; Pacific Northwest National Laboratory; and others.

Every participant in the work group agreed to create a new cleaning products contract using the same environmental criteria. Establishing a single standard to define greener cleaning products has long remained one of the challenges preventing the cleaning products industry from developing greener products. Massachusetts is the first member of the work group to develop the agreed upon new cleaning products contract. See http://www.comm-pass.com/Comm-PASS/Scripts/xdoc_view.idc?doc_id=014080&key_xx for the actual contract language.

For more information, see the Center for a New American Dream's Web site at <http://www.newdream.org> or <http://www.newdream.org/procure/products/cleaners.html>.

Introduction

The City of Santa Monica has updated the procurement process for custodial/maintenance products allowing the City to better evaluate the overall worker health and environmental impacts associated with their use. This program is consistent with and integral to Santa Monica's Sustainable City Program. For each product submitted for consideration, the vendor must complete a Product Reporting Form (see below) with appropriate back-up documentation attached by staple in the upper left corner. Documentation for training can be submitted as a separate attachment. Please find enclosed the following materials:

I. General Guidelines

- A. Documentation Guidelines
- B. Product categories requested in the bid
- C. Product performance testing program
- D. Product specification description

II. Reporting Form Instructions

- A. Pass-Fail Section
- B. Relative Ranking Section

III. Reporting Forms

- A. Custodial Product Reporting Forms
- B. Employee Training Form
- C. Other Attributes Form

The City encourages you to participate in this innovative opportunity to help safeguard the

health of our employees, the community, and the environment.

An informational bidder's conference is scheduled to be held on -- at --. All Bidders are strongly urged to attend this meeting.

I General Guidelines

A) Documentation Guidelines

When submitting documents to the City of Santa Monica, vendors are required to comply with the following guidelines:

- * All copies shall be printed on recycled and/or tree free paper.
- * All copies shall be double-sided.
- * Report covers or binders shall be recyclable, use of plastic covers or dividers should be avoided.
- * Unnecessary attachments or documents not specifically asked for should not be submitted. Avoid superfluous use of paper (e.g. separate title sheets or chapter dividers).

These guidelines were developed as part of Santa Monica's Sustainable City Program to promote waste reduction and resource conservation within the community. Thank you for your cooperation in this important effort.

B) Product categories:

The following is a list of product categories the City requires for custodial purposes. Each product submitted must be identified with one of these categories.

All Purpose Cleaner	Glass and Window Cleaner
Bathroom Cleaner	Deodorizer
Lime and Scale Remover	Liquid Hand Soap
Degreaser/Cleaner	Carpet Shampoo (rotary brush)
Furniture Polish	Chrome Polish/Cleaner
Graffiti Remover	Brass Polish/Cleaner
Floor Finish	Disinfectant
Floor Stripper	Enzymatic Cleaner/Degreaser
Wood Floor wax/cleaner	Solvent Spotter/Gum Remover

It is desirable that vendors be able to supply the greatest number of products listed above meeting the health and environmental specifications. Vendors of single products are encouraged to partner with other manufacturers or distributors to maximize the City's administrative convenience.

C) Product Performance Testing:

After the products in each category have been assigned a point score, the City will determine the number of most favorably scored products to be tested for their performance. The City will request samples from the supplier, from 3 one pint bottles up to 3 one gallon bottles depending on the application. City custodians will test each of the products on the job and will rank each product according to its performance. City staff will use this ranking to make a short list from which to evaluate the cost consideration and administrative convenience of the product or product line. Those products which rate the most favorably will be approved for purchase by all City departments.

D) Product Specification Description:

The City has compiled a set of specifications (see below) that will be used to evaluate the environmental and health impacts of various cleaning products which the City will be considering for purchase. The specifications require the supplier to submit a wide range of specific information regarding such elements as product chemical characteristics, packaging, and training capabilities. The specifications are divided into two groups: 1) mandatory or pass/fail, and 2) relative ranking. **It is the responsibility of the bidder to make sure that all the requested information is included in the submitted bid package.**

Pass-Fail Section: Products which do not meet the mandatory specifications or for which the appropriate information has not been submitted will be disqualified from further consideration.

Relative ranking specifications: The information submitted by the bidder will be used to assign a point value for each specification for purposes of calculating a cumulative score for each product. The greater the point score the more favorable the product. If any information in the relative ranking section is missing or incomplete the product will be assigned the least favorable score for that specification. For example, if no documentation is submitted on the product's pH, the product will receive 0 points for that specification. Products will be compared within an individual product category (i.e. floor strippers, glass/window cleaners).

Reporting Forms: These forms must be copied by the vendor and submitted for each product under consideration. The Training and Other Attribute forms do not have to be duplicated for each product category, a single copy of each is all that is required from each vendor.

II. Reporting Form Instructions

When one product is intended for use in more than one product category:

If a single product fulfills more than one category (i.e. can serve as a glass cleaner and as an all purpose cleaner for walls etc.) then all appropriate categories should be listed on the top of the Product Reporting Form. One set of Product Reporting Forms and associated back-up documentation should be submitted in the bid package for a product that meets several categories.

Proprietary Information

The City is requesting full disclosure of all contents including both inert and active ingredients in the proposed products. Any and all information submitted to the City for purposes of rating the acceptability of a proposed product shall be treated as proprietary and maintained in the strictest confidence.

A) Pass Fail Section:

Please note that failure to meet the standards of any of the pass-fail criteria listed below will lead to the automatic rejection of that product. In addition, failure to submit responses to any pass-fail criteria will render your bid for that product as “unresponsive” and lead to the rejection of that product.

1. SARA Title III, Sect. 313

No ingredient shall require reporting under EPA's Superfund Amendments and Re-authorization Act (SARA Title III, Section 313). The ingredients requiring reporting under this act represent some of the most acutely toxic chemicals used in cleaning products. The City believes that these aggressive chemicals are no longer required in most cleaning product categories and seeks to protect the health of its workers by minimizing exposure to the chemicals. **Floor care products and metal polishes are exempted from this mandatory criteria.**

Acceptable response -	If all ingredients over trace amounts are not listed on the msds than a certification from the product manufacturer will be required
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2. Disinfectants in cleaners

No cleaners shall contain disinfectants. Because proper/adequate disinfection of a surface requires that the surface be cleaned prior to disinfecting, the City wishes to separate out the cleaning and disinfecting processes. Eliminating disinfectants from all purpose, bathroom and floor cleaners will reduce the toxicity of these products and will reduce the amount of disinfectant chemicals used in City operations. A separate product category for disinfectants is included separate from cleaners.

Acceptable response - if all ingredients over trace amounts are not listed on the msds then a certification from the product manufacturer will be required

3. Aerosol cans

No products shall be delivered in aerosol cans. The City believes that no aerosol container can be considered truly empty of product and propellant. Recycling such partially filled aerosol cans is extremely expensive and requires specially handling by hazardous waste technicians. All product categories must be available in a non-aerosol formulation such as ready-to-use pump action sprays, air-charged refillable containers, or concentrates that can be dispensed into spray bottles for use.

Acceptable response - description of delivery system

4. Carcinogens, Mutagens, Teratogens

No ingredients can be classified as known or probable carcinogens, teratogens, or mutagens on any of the following lists:

- a. California Safe Drinking Water And Toxic Enforcement Act of 1986 (Prop. 65), CCR Title 22, Division 2, Subdivision 1, Chapter 3 Section 12000 et seq.)
- b. National Toxicology Program (NTP)
- c. International Agency for Research on Cancer (IARC), Group 1, 2A or 2B
- d. Occupational Safety and Health Administration (OSHA) regulated carcinogen

While ingredients listed in the above documents are rare in today's cleaning product formulations, the City wishes to eliminate them entirely from the products which are purchased for use in City operations. Such chronic toxins are no longer necessary for the efficacy of current cleaning technologies.

Acceptable response - reference on msds or certification by product manufacturer. (Note all the above lists must be addressed in your response)

5. APE's

No products shall contain Alkyl phenyl ethoxylates (APE's) above trace amounts. The City recognizes the potential danger to wildlife and humans when hormonal mimics, such as APE's are released into water systems. Further, the persistence of the break down products of APE's make the issue of bio-accumulation a special concern and are not consistent with the requirement for ready biodegradability.

Acceptable response - if all ingredients over trace amounts are not listed on the msds then a certification from the product manufacturer will be required

6. Ozone Depleting Compounds

No products shall contain ozone depleting chlorinated compounds. Section 5600-5609 of the Santa Monica Municipal Code bans the use and sale of products containing chlorinated fluorocarbons.

Acceptable response - if all ingredients over trace amounts are not listed on the msds than a certification from the product manufacturer will be required

7. VOC's

Products must meet or exceed the California Code of Regulations (Article 2 Section 94509, Title 17) maximum allowable Volatile Organic Compound (VOC) levels for appropriate cleaning product categories. Because of concerns over air quality, the State of California regulates the VOC levels of various consumer products. The City wishes to extend these thresholds to all industrial use cleaning products.

Acceptable response - VOC levels must be stated as a percent of VOC by weight at the minimum recommended dilution and at the concentrate level. The dilution at which the %VOC content was calculated must be submitted (i.e. at 50% dilution, %VOC was 5%, at concentrate, %VOC was 8%). Note: For the bid to be accepted, VOC levels must be reported in units of %, not in grams per liter.

Appropriate test methods and legal limits can be found in the California Code of Regulations, Title 17. Contact the State of California's Air Resources Board for further clarification if needed (916) 327-1503.

8. Biodegradability

All surfactants and other organic chemical ingredients must meet the Organization for Economic Cooperation and Development (OECD) definition of Readily Biodegradable. The City wishes to protect the ocean habitat which supports the local economy and quality of life for residents and, therefore, is concerned with the environmental fate of chemicals used in City operations.

Acceptable response - independent lab results achieving the following parameters on one of the following tests:

DOC Die-Away Test	60% Theoretical CO ₂ Evolution
MITI I Test	60% Theoretical Oxygen Demand
Closed Bottle Test	60% Theoretical Oxygen Demand
CO ₂ Evolution Test	60% Theoretical CO ₂ Evolution
Modified OECD Screening Test	70% Dissolved Organic Carbon
Manimetric Respirometry Test	60% Theoretical Oxygen Demand

These values must be met within 10 days of reaching 10% and must also be met within 28 days of the beginning of the test.

Requirements for simulation tests as substitutes for the above tests are available from the OECD or the EPA. The acceptability of these other tests will be decided on a case-by-case basis.

NOTE: For disinfectants, the biocide ingredient is exempt from this criteria.

B) Relative Ranking Section:

Because a single set of criteria can not be developed for all product categories the following characteristics will be judged on a relative ranking basis. Point scores will be assigned to each criteria that are reflective of the City's priorities concerning protection of human health and that of the environment. The higher the score the more favorable the evaluation. If no documentation is included in the bid packet to address a criteria, the product will be automatically awarded the lowest or least favorable score for that criteria.

Again, the criteria relate to either whole product or each individual ingredient present in greater than trace amounts in the concentrate formulation (formulation as delivered to the City).

9. Lethal Doses

As defined by the California Code of Regulations, Chapter 11, Article 3, Section 66261.24:

Whole product LD₅₀(oral) prefer > 5,000 mg/kg.
 Whole product LD₅₀ (skin) prefer > 4,300 mg/kg
 Whole product LC₅₀ (inhalation) prefer > 10,000 parts per million

If no whole product data is available then data must be provided for each ingredient present in the concentrate in over trace amounts. While such lethal dose values do not always translate neatly from animal to human systems, the City believes that they provide a readily accessible means of comparing the acute toxicity of various products. By selecting products with higher lethal dose levels, the City will better safeguard the health of workers coming in daily contact with these chemicals.

Acceptable response - reference on msds or certification by product manufacturer or independent lab.

10. Product pH

Identify the pH of the whole product in concentrate form. The City is concerned over the exposure of City Staff to potentially corrosive chemicals and wishes to reduce the likelihood of on-the job injury.

Acceptable response - msds or certification from manufacturer

11. Skin Irritation Index

Identify the primary dermal irritation index (PDII) for whole product when possible, and in concentrate form. The City is concerned over the exposure of City Staff to potentially irritating chemicals and wishes to reduce exposure.

Acceptable responses:

A. Animal Testing

- 1). US Department of Transportation, 49CFR173.240
- 2). US EPA Acute Toxicity Testing Criteria for New Chemical Substances, Office of Toxic Substances EPA Document 560/13-79-009
- 3). US CPSC, Federal Hazardous Substance Act Regulations, 16CFR1500.41
- 4). OECD Guidelines for Testing Chemicals, Section 404, "Acute dermal irritation/corrosion." Organisation for Economic Cooperation and Development, 1981.

Human tests for skin irritation using the same index as is routine for animal tests (primary dermal irritation index) are generally acceptable. If these tests were performed for the manufacturer or by any entity connected with the manufacturer a copy of the original written Assurance that all testing was conducted in compliance with the regulations set forth in 45CFR46 regarding consent of human subjects must be provided.

B). Non-Animal Testing

Because there is no standard in vitro test for skin irritation which has proven to predict irritation for all substances, in vitro tests predicting skin irritation will be reviewed on a case-by-case basis. For these tests to be accepted they must be referenced in peer-reviewed literature and the exact laboratory procedure, if it differs from the published procedure, must be described. Documentation supporting the choice of the particular test and why it is the best one to use for this particular product or ingredient must be included or referenced.

Single ingredient testing is acceptable as long as it is submitted for ALL ingredients. If one ingredient is an irritant when tested singly but does not act as one in the product, a skin irritation test confirming this or a substantiated technical explanation showing the mechanism of action and reason for assumption of non-irritancy is required for points to be earned.

12. Eye Irritation:

Irritation scores should be for whole product when possible, and in the concentrate form. The City is concerned over the exposure of City Staff to potentially irritating chemicals and wishes to reduce exposure.

Acceptable responses - Numerical scores or descriptive classification scale (described in the NAS publication "Principles and procedures for evaluating the toxicity of household substances") for severity of ocular lesions in the cornea, iris, and conjunctivae for this product or for each ingredient using one of the following test methods:

A) Animal Testing

- 1). J.H. Draize, G. Woodard and H.O. Calvery, 'Method for the study of irritation and toxicity of substances applied topically to the skin and mucous membranes.' J. Pharmacol.Exp.Ther., 1944, v. 82, pp. 337-390.
- 2). US EPA Acute Toxicity Testing Criteria for New Chemical Substances, Office of Toxic Substances EPA Document 560/13-79-009
- 3). US CPSC, Federal Hazardous Substance Act Regulations, 16CFR1500.42
- 4). OECD Guidelines for Testing Chemicals, Section 404, "Acute dermal irritation/corrosion." Organisation for Economic Cooperation and Development, 1981.
- 5). US Intra-agency Regulatory Liaison Group, 'Testing Standards and Guidelines Working Group, Recommended Guidelines,' 1981.
- 6). National Research Council (US) Committee on Toxicology, 'Principles and procedures for evaluating the toxicity of household substances,' (#1138) Washington, DC, 1964.

B) Non Animal Testing: see for dermal irritation.

Single ingredient testing: see dermal irritation.

13. Flash Point

Identify the flash point (in degrees Fahrenheit) of the product concentrate using any method outlined in Department of Transportation regulations CFR 173.120. Chemicals are stored and used in a wide variety of circumstances. To protect against potential fire hazards, the City prefers chemicals with a higher flash point.

Acceptable Response: msds or certification from independent lab. The answer of "none" is not acceptable.

14. Dyes

Identify all added dyes and state whether or note they are considered food-grade. The City considers the addition of dye and fragrances superfluous to product performance and recognizes the potential hazard associated with some of these additives. The City prefers that product identification for users be through a clear labeling system rather than by chemical additives.

Acceptable response - msds or certification from manufacturer

15. Added Fragrances

Identify any added fragrances and state whether or note they are considered food-grade. (Note: does not include the natural fragrance that may result from active ingredients). See Dyes criteria for justification.

Acceptable response - msds or certification from manufacturer

16. % VOC's

List whole product %VOC for product concentrate and minimum recommended dilution. See pass/fail section for guidance. Because of the unique air quality concerns of the Los Angeles air basin, and the link between VOC's and air pollution, the City wishes to purchase products with the lowest VOC levels possible.

17. Dilution range

List the range of relevant dilutions for this product from heavy duty cleaning to daily use. (i.e. heavy duty cleaning use full strength, daily use dilute 1 part product to 5 parts water). To reduce the amount of packaging consumed by City Operations, the City wishes to purchase the most concentrated formulations available for each product category.

18. Product Container Material

Identify the type of material used in construction of the product container. If plastic, list the numbered type of plastic (i.e. #1-7). The City wishes to maximize its recycling opportunities by purchasing plastics of the types #1-5.

19. Aquatic Toxicity

Provide a measure of the aquatic toxicity for the product or its ingredients. The City is situated adjacent to the Santa Monica Bay and seeks to protect this habitat from potential

environmental toxicants.

Acceptable measures include EC₅₀: Daphnia, fish, or algae. Include certification letter from independent lab listing values and test used.

20. Employee Training

The City believes that an effective training program is central to the success of using environmentally preferable products. The City will look for vendors who can supply a quality training effort and be accessible to trouble shoot problem applications.

Describe the level of employee training available to City and contract staff regarding the use of your products. Complete section entitled "Employee Training" once. A separate form is not required for each product submitted for consideration.

In order to receive points for this criterion, bidders must complete the questions listed on the Training Information Form. If this form is not included or is left blank, a score of 0 points for this criterion will be awarded to each product submitted for consideration. Only a single copy of this information is necessary, attach additional sheets if needed.

21. Other Attributes

The City recognizes that there may be attributes of the product that will help to assess environmental preferability other than the ones listed in these specifications. For example, equipment or a specific tool may be available from your company that improves the efficacy of the product and so helps to replace the need for aggressive chemicals. Another example might be an effective labeling program for refillable squirt bottles that will help the user to identify the product on a shelf and so make the use of dyes or other additives unnecessary. In addition, your company may be participating in noteworthy community activities around habitat preservation or environmental justice. Or perhaps your manufacturing facility has an exemplary energy/water efficiency design or a waste reduction program.

Identify any other attributes of the product or manufacturer that may assist in the evaluation of the environmental preferability of your bid. No specific point value will be awarded to this information. The use of this information will be at the discretion of the evaluation committee acting on behalf of the City of Santa Monica. Complete section entitled "Other Environmental Attributes" only once, a separate form is not required for each product submitted for consideration. Relevant attachments may be stapled to this form.

(Make copies of this form for each product, attach back-up documentation by staple in upper left corner.)

Product Name _____

Product Category _____

PASS/FAIL SECTION		
CRITERIA	RESPONSE	BACK-UP DOCUMENTATION
1. SARA Title III, Sect. 313	9 no ingredient requires reporting	9 msds 9 other _____
2. Disinfectants in cleaners	9 does not contain	9 msds 9 other _____
3. Aerosol Cans	9 product not delivered in aerosol can	9 msds 9 other _____
4. Carcinogens, Mutagens, Teratogens	no ingredient is present in greater than trace amounts under: Prop. 65 _____ NTP _____ IARC _____ OSHA _____	9 msds 9 other _____
5. APEO's	9 does not contain	9 msds 9 other _____
6. Ozone Depleting Compounds	9 does not contain	9 msds 9 other _____
7. VOC's	%VOC _____ @ minimum dilution of _____:1 or 9 concentrate note: if product is ever used full strength, must use VOC value for the concentrate	9 msds 9 other _____
8. Biodegradability	9 meets OECD definition of Ready Ultimate Biodegradability	9 msds 9 other _____

Custodial Product Reporting Form

(Make copies of this form for each product, attach back-up documentation by staple in upper left corner.)

Product Name _____

Product Category _____

RELATIVE RANKING SECTION		
CRITERIA	RESPONSE	BACK-UP DOCUMENTATION
9. Lethal Doses (10 pts)	LD ₅₀ oral = _____ and/or LD ₅₀ dermal = _____ and/or LC ₅₀ inhalation = _____	9 msds 9 other _____
10. Product pH (10 pts)	_____ = pH of concentrate	9 msds 9 other _____
11. Skin Irritation Index (5 pts) (For non-animal testing see specifications section)	value = _____ 9 whole product 9 single ingredient(s) (please list as attachment) test used _____	9 msds 9 other _____
12. Eye Irritation (5 pts) (For non-animal testing see specifications section)	value = _____ 9 whole product 9 single ingredient(s) (please list as attachment) test used _____	9 msds 9 other _____
13. Flash Point (5 pts)	_____ °F	9 msds 9 other _____
14. Dyes (5 pts)	9 none 9 food grade	9 msds 9 other _____
15. Added Fragrances (5 pts)	9 none 9 food grade	9 msds 9 other _____
16. % VOC's (10 pts)	____ % @ concentrate ____ % @ min. dilution	9 msds 9 other _____
17. Dilution range (10 pts)	heavy duty ____:____ daily use ____:____	9 msds 9 other _____
18. Product Container - material (5 pts)	plastic # _____ other _____	9 msds 9 other _____
19. Aquatic Toxicity (10 pts)	9 whole product 9 single ingredient(s) (please list as attachment) EC ₅₀ _____ Test Used _____ Type of Organism _____	9 msds 9 other _____

RELATIVE RANKING SECTION		
CRITERIA	RESPONSE	BACK-UP DOCUMENTATION
20. Training (15 pts)	9 materials attached	written description only one copy per bid is required
21. Other Attributes (point value for discretionary use)	9 materials attached	written description only one copy per bid is required

Employee Training Form

- A. Vendor Name

- B. Describe the training services available to City employees and contract custodial staff in the City of Santa Monica. Please address training goals, training methods, and the types of training proposed for various City custodians and supervisors.

- C. Describe costs associated with different types of training, if any.

- D. List personnel who would be available to conduct on site training and their experience in the company.

- E. Provide a phone number for product questions and the hours calls

will be answered:

Phone: _____ Hours

Other Attritubes Form:

Complete as described above. Please limit written description to this page. Attachments may be stapled to the form.